

## **Finance and Compliance Monitor**

### **Colorado Department of Higher Education**

**POSTING DATE:** November 22, 2021

**CLOSING DATE:** Open until filled

**COMPENSATION:** \$55,000- 60,000/annually

#### **DESCRIPTION OF JOB:**

The Program Financial and Compliance Monitor will be responsible for accounting, monitoring, reporting out on, and compliance work related to these funds in each bill listed.

HB 21-1330 allocates funding to the department of Higher Education to administer \$46.55 Million to institutions for financial aid through COSI and distribute \$1.4 Million in student aid application grants. SB21-137 allocates federal funds to Higher Education Institutions to support mental health programs. SB21-232 allocates federal funds to administer \$15 Million in displaced worker grants through COSI. HB 21-1264 allocates federal funds to the department of Higher Education for technical education equipment, facilities, and instruction capacity.

#### **Essential Duties & Responsibilities**

The Financial and Compliance Monitor is a professional monitoring position that generates, compiles, analyzes, and interprets all the guidelines and reporting functions for programs assigned. The position will be responsible for understanding and maintaining the accounts and records of the grantees.

- The position, in coordination with similar positions, completes financial compliance reviews.
- The position is responsible for following review plans, programs and procedures, including sampling criteria and reporting requirements. The position requires knowledge of the federal audit standards.
- The position is responsible for performing financial reviews to ensure grantee spending is accurate and validity supported, monitoring review outcomes, providing management with information on grantee compliance with policy, and advising management on improvements.
- The position reviews accounting records maintained by grantees to ensure that regulatory requirements are met. The position is responsible for making conclusions on the adequacy of records, accuracy of billing, and compliance with associated regulations.
- The position works with team members in developing program policy and ensuring system changes are incorporated into the review processes.
- The position assists in drafting and revising the review scope, maintaining and updating internal review procedures, and developing and revising review templates and tools.
- The position interacts telephonically and in writing with grantees and with Department staff.
- The position interacts telephonically and in writing with the Governor's Office and the Office of State Controllers.
- The position ensures that the financial review scope and tests meet all federal, state, and Department regulations. Ensures that the review scope is modified to meet any changes to requirements.
- The position uses their expertise in conducting compliance reviews to recommend approaches and best practices for other Unit staff.
- The position communicates verbally and in writing with external partners, grantees, contractors, and stakeholders.

## **REQUIRED QUALIFICATIONS:**

### **Education**

- Bachelor's degree in finance, public administration, policy, education, or related field required

### **Experience**

- At least two years of professional experience conducting financial reviews or audits.
- Previous experience in accounting, finance, budgetary compliance.
- Strong organizational skills and detail oriented.
- Excellent verbal and written communication skills.
- Experience in analyzing information and evaluating results to choose the best solution and solve problems.

## **WORKING CONDITIONS**

- Typical office environment. The position does not require physical activity other than that typically utilized in such a setting, working with standard office equipment such as phone and personal computers. Some travel is required. The department is currently working from home and is expected to resume working in an office environment in fall 2021.
- The above statements describe the general nature and level of work being performed by people assigned to this role. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their typical responsibilities from time to time, as needed.

**ADDITIONAL INFORMATION** Funding for this position is from federal funds received through (HB21-1330, SB21-137, SB21-232, HB21-1264). Funding for personnel costs using the federal funds is anticipated to be available through June of 2025.

*As a condition of employment, employees will be required to attest to and verify that they are fully vaccinated for COVID-19, or submit to twice weekly serial testing. This offer is therefore contingent upon your attesting to your vaccination status with proof of vaccination within three (3) business days of first day of work, or participating in twice-weekly serial testing for COVID-19. Testing will take place in-person and will be considered paid work time. Be advised that "fully vaccinated" means two (2) weeks after a second dose in a two-dose series of the COVID-19 vaccine, such as the Pfizer or Moderna vaccine, or two (2) weeks after the single-dose vaccine, such as Johnson & Johnson's Janssen vaccine, as defined by the State of Colorado's Public Health Order and guidance issued by the Colorado Department of Public Health & Environment*

### **Benefits:**

- The Colorado Department of Higher Education offers benefits for this position which include medical, dental, vision, and life insurance available to the employee and eligible dependents on a cost share basis between employee and the Department.
- Disability insurance is provided at no cost to the employee.
- Paid leave time is accrued at 14 hours per month for vacation leave and 10 hours per month for sick leave. There are 10 paid holidays in a calendar year.
- Employees of the State of Colorado do not contribute to Social Security, but contribute to Colorado Public Employee Retirement Association (PERA)

## APPLICATION PROCEDURES:

To be considered for this position, candidates must possess the minimum qualifications listed above and submit the following: Cover letter and resume. Submit your completed application materials to:

[HR@dhe.state.co.us](mailto:HR@dhe.state.co.us)

Or:

Colorado Department of Higher Education  
Attention: Human Resources  
1600 Broadway, Suite 2200  
Denver, Colorado 80202

This position is not governed by the selection process of the classified personnel system and is not part of the classified state personnel system.

**Application Deadline:** Position will remain open until filled. Application review begins immediately and position start is immediate. Employment is contingent on successful completion of a criminal background check.

The State of Colorado believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. The State of Colorado is an equal opportunity employer committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status (with preference given to military veterans), or any other protected status in accordance with applicable law.

The Colorado Department of Higher Education is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our Human Resource Director, Cindy Langan, at [HR@dhe.state.co.us](mailto:HR@dhe.state.co.us) or call 720.264.8575.